

How to Convert a Document to PDF (Portable Document Format)

The following instructions will guide you on how to convert a document to PDF. The illustration is done using WordPerfect.

- ◆ Create a document. (See Figure 1)

UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF KENTUCKY	
IN RE:)))) Debtor(s)) CASE NO.
<u>MOTION BY SECURED CREDITOR FOR ABANDONMENT OF PROPERTY</u>	
The undersigned secured creditor reports that at the time of the Order of Relief, the above Debtor's estate included the following property which is covered by a valid security interest:	
DESCRIPTION OF PROPERTY (attach proof of claim) _____ _____ _____	
NAME AND ADDRESS OF SECURED CREDITOR _____ _____ _____	
ESTIMATED VALUE OF PROPERTY \$ _____	
BALANCE DUE ON MOVANT'S ACCOUNT \$ _____	
BALANCE DUE ON ALL OTHER LIENS ON THE PROPERTY (if applicable) \$ _____	

Figure 1

- ◆ Click the Printer icon on your toolbar (See Figure 2a)

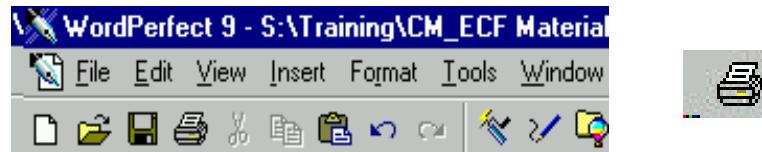


Figure 2a

- ◆ Click the down arrow on the "Current printer:" field. (See Figure 2b)

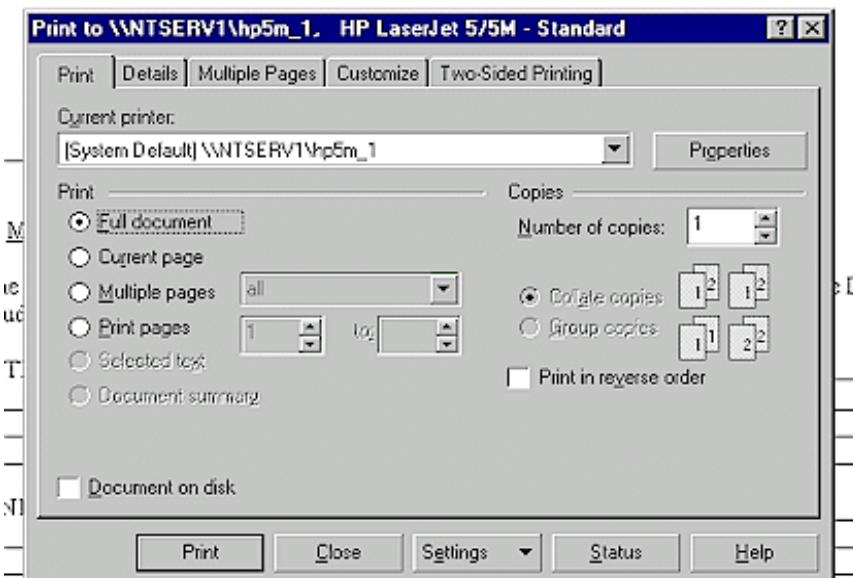


Figure 2b

- ◆ Select "Acrobat PDFWriter from the drop down menu. (See Figure 2C)

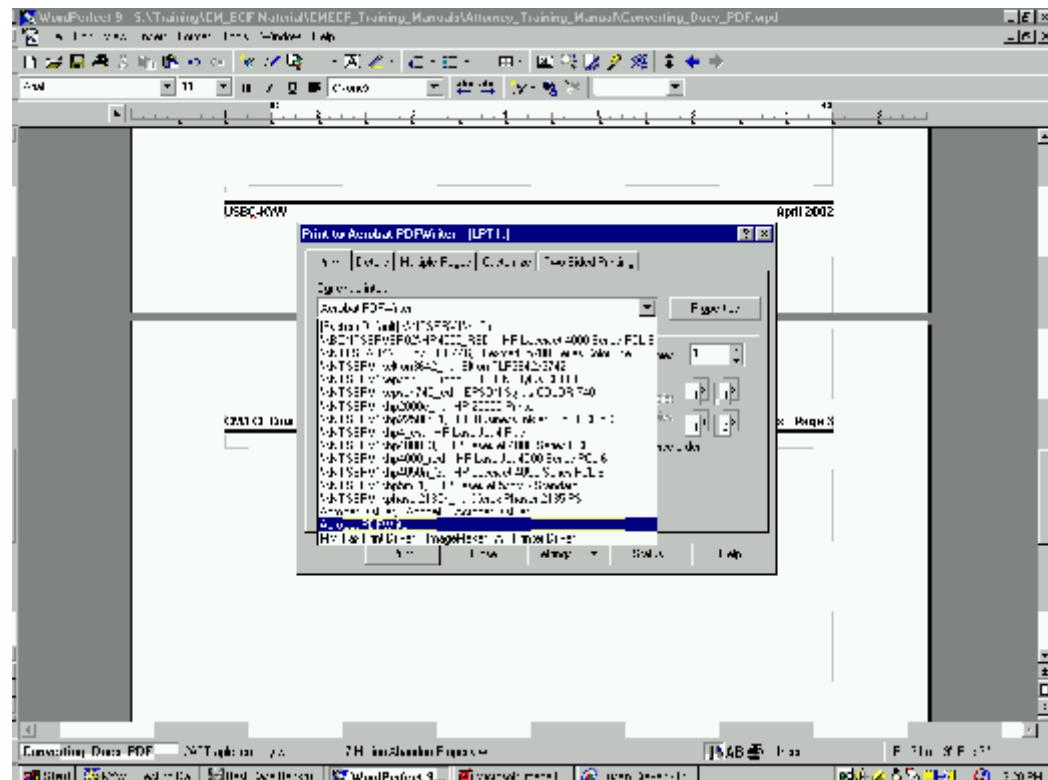


Figure 2C

- ◆ Click the “Print” button. (**See Figure 2d)**

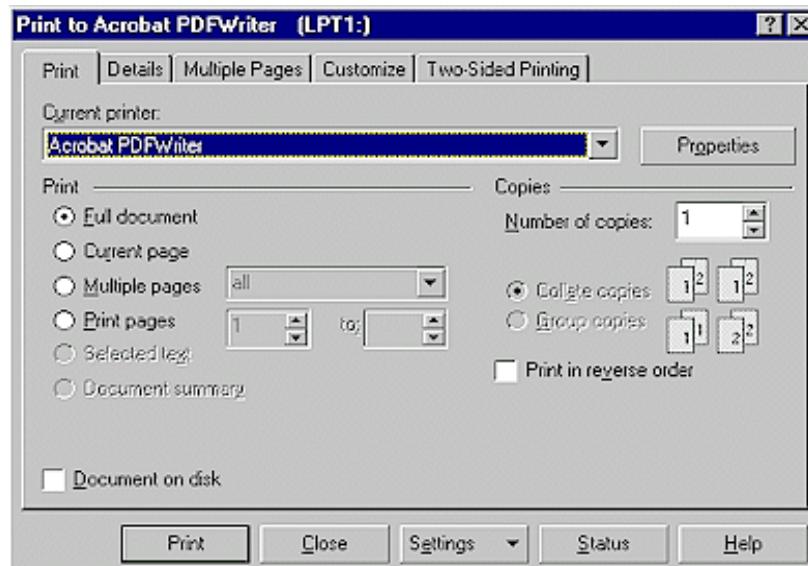


Figure 2d

- ◆ Select the directory where the appropriate PDF file will be saved.
(See Figure 2e)

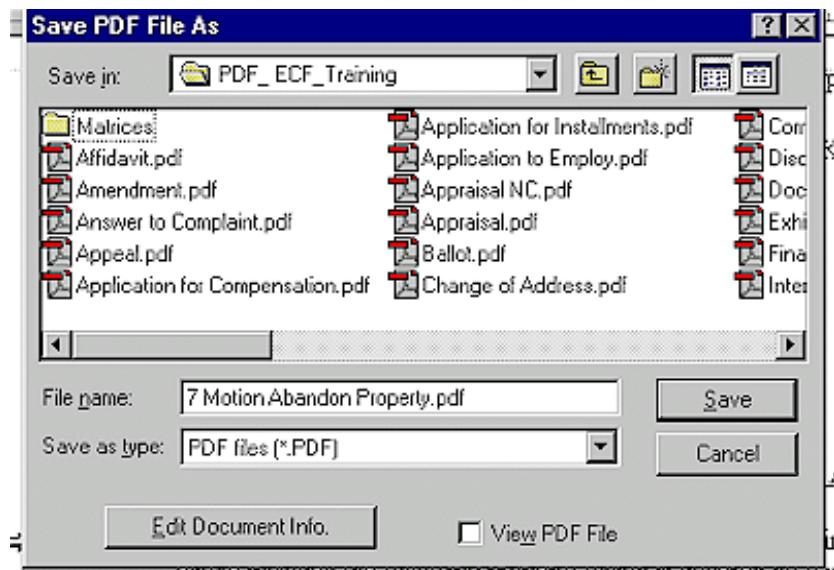


Figure 2e

- ◆ Click the save button. The document is now saved as a PDF document.